

April 3, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**LETTER OF INTENT FROM THE LOS ANGELES COUNTY
NEIGHBORHOOD LEGAL SERVICES FOR THE BINATIONAL
BORDER HEALTH PROGRAM TO CREATE FORMAL
COLLABORATION ON THE VENTANILLA DE SALUD PROJECT
(All Districts) (3 Votes)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Accept the attached Letter of Intent (LOI) (Exhibit I) from the Neighborhood Legal Services of Los Angeles County (NLS) to create formal collaboration on the Ventanilla de Salud (Window of Health) Project, under a forthcoming Ventanilla de Salud Memorandum of Understanding (MOU) between NLS, the County of Los Angeles Department of Health Services (DHS) and seven (7) partners from: Mexico, the United States (US), California and California non-profit organizations, as funded by The California Endowment, in the amount of \$131,848 effective on the date of Board approval through November 30, 2004.
2. Delegate authority to the Director of Health Services, or his designee, to sign the forthcoming MOU, substantially similar to Exhibit II, between NLS, DHS and the other partners stated above, as funded by The California Endowment for the County's provision of health education and referral services to individuals, families, and groups attending the Mexican Consulate in Los Angeles, following review and approval by County Counsel and notification of Board offices.

3. Delegate authority to the Director of Health Services, or his designee, to accept subsequent amendments to the LOI, in an amount not to exceed 25%, and sign corresponding amendments to the MOU, subject to review and approval by County Counsel and notification of Board Offices.
4. Authorize the Department of Health Services to fill one (1) full-time and one (1) part-time Health Education Assistant positions in excess of what is provided in the Department's staffing ordinance pursuant to Section 6.06.020 of the County Code, pending allocation by the Department of Human Resources (DHR).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

In approving the recommended actions, the Board is:

- accepting the LOI to create formal collaboration on the Ventanilla de Salud Project (Project) from the NLS under a forthcoming MOU between NLS, the County and seven (7) partners, as funded by The California Endowment, in the amount of \$131,848, effective upon Board approval through November 30, 2004;
- delegating authority to the Director of Health Services, or his designee, to sign the forthcoming MOU between the nine (9) partners for the Project, for the County's provision of health education and referral services to individuals, families, and groups attending the Mexican Consulate in Los Angeles following review and approval by County Counsel and notification of Board offices;
- delegating authority to the Director of Health Services, or his designee, to accept subsequent amendments to the LOI, in an amount not to exceed 25% of the base award, and sign corresponding amendments to the MOU, subject to review and approval by County Counsel and notification of Board Offices;
- authorizing the Department of Health Services to fill one (1) full-time and one (1) part-time Health Education Assistant positions in excess of what is provided in the Department's staffing ordinance, pending allocations by DHR.

The Ventanilla de Salud Project (Project) proposes to establish two health stations in the Consulates of Mexico in Los Angeles and San Diego. Bilingual, bicultural, and highly trained personnel (health educators) at the consulate will provide on-site assessment, referral, and linkage to available and needed health services. The specific times and process for delivering services on-site will be appropriately incorporated into the regular flow of services of the consulates.

DHS' Health Prevention and Bi-national/Border Health Division (HPBBHD) will provide the MOU which will require the hiring of one full-time and one part-time Health Education Assistant for the Los Angeles consul site to provide health education and referral services.

FISCAL IMPACT/FINANCING:

The total project cost is \$131,848 for the period date of Board approval through November 30, 2004, 100% funded by the NLS. Funding for this project will be included in the Fiscal Year 2003-04 Proposed Budget and will be requested in future years, if appropriate. There is no net County cost associated with these actions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Department's HPBBHD started in February, 1998, when the Board requested the development of an interagency task force to investigate and assist in the closure of clinics, stores, homes, and swap meets, where unlicensed selling of prescription medications were taking place. The Department seeks to address bi-national/border health issues in educating Los Angeles County residents on the safe usage of medications, health access options, and increasing the cultural and linguistic sensitivity among health service providers.

On January 2, 2003, the Department received the Letter of Intent from NLS and a draft MOU for the Ventanilla de Salud Project.

The MOU requires the hiring and supervision of one full-time and one part-time bilingual, bicultural health education assistants for the Los Angeles consul site. HPBBHD will manage the staff and provide health education to consulate clients and disseminate information through in-person consultation and written materials on immunizations, tuberculosis, proper usage of prescription drugs, diabetes, prenatal care, and other related health topics.

The MOU contains a termination provision requiring 60 days written notice by any of the partners. In addition, if no significant effort or progress has been made toward the purposes outlined in the MOU within one year of the effective date, any partner will have the right to leave the partnership effected by a written Notice of Termination.

County Counsel has reviewed and approved Exhibits I and II as to form.

Attachments A and B provide additional information. Attachment B is the Grant Management Statement for Grants Exceeding \$100,000.

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IMPACT ON CURRENT SERVICES (OR PROJECTS):

Acceptance of funding from NLS will enable the Department to expand the educational component of our bi-national/border health program.

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,

Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:po

Attachments

c: Chief Administrative Officer
County Counsel
Executive Office, Board of Supervisors

BLETC2372.PO

SUMMARY OF LETTER OF INTENT

1. TYPE OF SERVICE:

Funding support to create formal collaboration on the Ventanilla de Salud (Window of Health) Project for the provision of on-site health education, information and referral services to the clients of the Mexican Consulate.

2. AGENCY ADDRESS AND CONTACT PERSON:

Neighborhood Legal Services of Los Angeles County (NLS)
13327 Van Nuys Boulevard
Pacoima, California 91331-3099
Attention: Yvonne Mariajimenez, Deputy Director
Telephone: (800) 433-6251
Fax: (818) 896-6647

3. TERM OF THE AGREEMENT:

The term of the agreement will be effective upon date of Board approval through November 30, 2004.

4. FINANCIAL INFORMATION:

The total project cost is \$131,848 for the period date of Board approval through November 30, 2004, 100% funded by the NLS. Funding for this project will be included in the Fiscal Year 2003-04 Proposed Budget and will be requested in future years, if appropriate. There is no net County cost associated with these actions.

5. GEOGRAPHIC AREA TO BE SERVED:

Countywide.

6. ACCOUNTABLE FOR PROGRAM MONITORING:

Dr. James G. Haughton, M.D., Medical Director

7. APPROVALS:

Public Health: John F. Schunhoff, Chief of Operations

Contracts and Grants Division: Riley J. Austin, Acting Chief

County Counsel (approval as to form): Robert Ragland, Deputy County Counsel

Los Angeles County Chief Administrative Office
Grant Management Statement for Grants Exceeding \$100,000

Department: Health Services

Grant Project Title and Description

BINATIONAL/BORDER HEALTH PROGRAM - Ventanilla de Salud - provision of on-site health education, information and referral services to the clients of the Mexican Consulate.

Funding Agency

Los Angeles County Neighborhood
Legal Services

Program (Fed. Grant #/State Bill or Code #)

Letter of Intent

Grant Acceptance Deadline

Total Amount of Grant Funding: \$131,848

County Match Requirements N/A

Grant Period: FY 2002-04 Begin Date: Date of Board Approval End Date: November 30, 2004

Number of Personnel Hired Under this Grant: 2 Full Time 1 Part Time 1

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program? Yes ☒ No ☐

Will all personnel hired for this program be placed on temporary ("N") items? Yes ☒ No ☐

Is the County obligated to continue this program after the grant expires Yes ☐ No ☒

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes ☐ No ☒

b). Identify other revenue sources Yes ☐ No ☒

(Describe)

c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant. Yes ☒ No ☐

Impact of additional personnel on existing space: None

Other requirements not mentioned above None

Department Head Signature _____

Date _____